

**Example of KRS 12:050/12:040 Letter**

**Note: The agencies headed by an elected official do not require this letter.**

*[To be printed on Agency's Letterhead]*

**[Date]**

The Honorable **[Governor's Name]**  
Governor of Kentucky  
State Capitol Building  
Frankfort, KY 40601

Dear Governor **[Last Name]**:

As provided by KRS 12:050/12:040, this is to request your approval of the appointment of **[Name]** to the position of **[Position]**, Division of **[Name]**, **[Agency]** to be effective **[Date]**.

Sincerely,

**[Cabinet Secretary]**

APPROVED:

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**[Name]**, Secretary  
PERSONNEL CABINET

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**[Name]**  
GOVERNOR OF KENTUCKY